

**DEPARTMENT OF
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To: All TANF Cash Assistance Policy Manual Holders

From: Del Bock, TANF Program Policy Specialist
Public Assistance Bureau, Central Office.

Subject: TANF Cash Assistance Bulletin TB-30

Please place this bulletin at the beginning of the TANF Manual, Section 302-1.

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SECTION: Non-Financial Requirements
Residence/Home/Temporary Absence

SUBJECT: Incarcerated Household Member

EFFECTIVE DATE: Immediate

INTRODUCTION: TANF Reauthorization regulations contained in the Deficit Reduction Act of 2005 tightened up the descriptions of allowable work activities that may be used to meet the federal TANF Work Participation Rate. The regulations also mandated that states be able to document all hours of participation that it is reporting in the TANF File.

Because individuals who are incarcerated are often unable to participate in allowable work activities, negotiate and sign a Family Investment Agreement/Employability Plan (FIA/EP), or provide documentation of participation, they will no longer be considered a household member during their incarceration, even if the incarceration is expected to last less than 90 days.

Policy: Effective immediately, if an assistance unit member is expected to be absent from the home due to incarceration, they are no longer considered to be temporarily absent from the home, even if the incarceration is expected to last less than 90 days. (Refer to TANF Glossary for definition of incarcerated.)

Because they are no longer temporarily absent from the home, the individual must be removed from the case (coded 'OU'). Child support papers must be completed, if appropriate, on the individual in order for remaining household members to maintain eligibility for TANF benefits.

Procedure:

Ongoing Households: If an ongoing household reports that a household member is incarcerated the "Removing a Household Member" procedure is followed (TANF 201-3).

If the removal of the household member results in a decrease or closure of benefits, timely notice must be sent to the household.

NOTE: If the incarcerated individual is the only adult specified caretaker relative in the case, the case must be closed with timely notice. If the children are living with a different adult specified caretaker relative and that caretaker relative makes application on behalf of the children, the children may be eligible.

If the children are not living with an adult specified caretaker relative (e.g., 17 year old cares for siblings while incarcerated household member is gone) the children are ineligible (TANF 305-1).

If the removal of the household member results in an increase in benefits, adequate notice must be sent to the household.

The individual is coded "OU" on AF SEPA, which may result in a change in participation hours for remaining household members.

NOTE: If the removal of the household member results in a change in participation hours, the WoRC Case Manager must be notified immediately.

Applicant Households: If an applicant household indicates a household member is incarcerated, the household member is not considered part of the filing unit. The applicant household must complete child support papers on the incarcerated individual, if appropriate, as an eligibility requirement.

The applicant household may be considered a single parent household for participation purposes.

Adding Member:

When the household reports that the incarcerated individual has returned to the home, the "Adding a Household Member" procedure is followed (TANF 201-3).

UPDATED MANUAL MATERIAL WILL BE DISTRIBUTED AS SOON AS POSSIBLE. UNTIL THAT TIME, USE THIS BULLETIN AS A GUIDE. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR REGIONAL POLICY SPECIALIST OR WORC MONITOR. Thank you.